

## EXPENSES CLAIM FORM

FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:					Emma					Bate					DATE OF CLAIM: DD/MM/YY					ENTER DATE HERE					CLAIM REFERENCE:										
										COST CENTRE (TEAM NUMBER / NAME):										110 - GENERAL COUNSEL					overwrite this cell with currency if "other" selected below										
DATE & TIME (FOR SUBSISTENCE CLAIMS)																																			
RECEIPT DATE/ TRIP START		TRIP END			TOTAL TRIP		REASON FOR TRIP					DESCRIPTION OF EXPENSE					CATEGORY					RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED <small>CHOOSE CURRENCY</small>		PROJECT CODE			FINANCE USE		
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS		WHY YOU TRAVELLED					WHAT YOU PAID FOR					CHOOSE FROM DROP DOWN LIST					ENTER NUMBER UNLESS N/A APPEARS		UK £		USE DROP DOWN LIST			CODE			
21/06/18		07:45:00		21/06/18		20:45:00		13.00		Speaking event London - 3rd Annual RegTech Summit Europe					Food					UK Subsistence & meals 26001					1		N/A		4.15		NO PROJECT - 0000			110-26001-0000	
															Food					UK Subsistence & meals 26001					2		N/A		2.50		NO PROJECT - 0000			110-26001-0000	
															Food/drink					UK Subsistence & meals 26001					3		N/A		5.64		NO PROJECT - 0000			110-26001-0000	
															Food drink					UK Subsistence & meals 26001					4		N/A		5.45		NO PROJECT - 0000			110-26001-0000	
															Food/drink (claiming £7.26 only for a total of £25.00 subsistence for 21/06)					UK Subsistence & meals 26001					5		N/A		7.26		NO PROJECT - 0000			110-26001-0000	
27/06/18		12:00:00		28/06/18		20:30:00		32.50		BIIDPA conference - Isle of Man					Taxi from office to Manchester Airport					UK Travel & Accommodation 26001					6		N/A		17.00		NO PROJECT - 0000			110-26001-0000	
															Food/drink					UK Subsistence & meals 26001					7		N/A		8.45		NO PROJECT - 0000			110-26001-0000	
															Hotel for one night on the Isle of Man.					UK Travel & Accommodation 26001					8		N/A		105.00		NO PROJECT - 0000			110-26001-0000	
02/07/18		06:30:00		02/07/18		18:45:00		12.25		DCMS Workshop					Taxi to Wilmslow train station					UK Travel & Accommodation 26001					9		N/A		5.00		NO PROJECT - 0000			110-26001-0000	
															Food /drink					UK Subsistence & meals 26001					10		N/A		3.80		NO PROJECT - 0000			110-26001-0000	
															Food/drink					UK Subsistence & meals 26001					11		N/A		3.59		NO PROJECT - 0000			110-26001-0000	
															Food/drink (claiming £7.61 only for a total of £15.00 subsistence for 02/07)					UK Subsistence & meals 26001					12		N/A		7.61		NO PROJECT - 0000			110-26001-0000	

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NAME:				Emma				Bate				DATE OF CLAIM: DD/MM/YY				26/07/18				CLAIM REFERENCE:				Bate26-07-18											
												COST CENTRE (TEAM NUMBER / NAME):												110 - GENERAL COUNSEL				overwrite this cell with currency if "other" selected below				FINANCE USE			
DATE & TIME (FOR SUBSISTENCE CLAIMS)					REASON FOR TRIP					DESCRIPTION OF EXPENSE					CATEGORY					RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED		PROJECT CODE							
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP																						CHOOSE CURRENCY									
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS	WHY YOU TRAVELLED					WHAT YOU PAID FOR					CHOOSE FROM DROP DOWN LIST					ENTER NUMBER UNLESS N/A APPEARS		UK £		USE DROP DOWN LIST		CODE					
12/07/18		07:45:00		12/07/18		18:45:00		11.00	Legal Reference Panel					Food/drink					UK Subsistence & meals 26001					1				N/A		7.49		NO PROJECT - 0000		110-26001-0000	

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NAME:			James			Dipple-Johnstone			DATE OF CLAIM: DD/MM/YY			16/07/18			CLAIM REFERENCE:			Dipp16-07-18																																			
DATE & TIME (FOR SUBSISTENCE CLAIMS)						REASON FOR TRIP						COST CENTRE (TEAM NUMBER / NAME):						SELECT COST CENTRE HERE			overwrite this cell with currency if "other" selected below			FINANCE USE																													
																		RECEIPT DATE/ TRIP START			TRIP END						TOTAL TRIP			RECEIPT NUMBER			NO. MILES			NO. PASSENGERS			AMOUNT CLAIMED CHOOSE CURRENCY			PROJECT CODE											
DD/MM/YY			00:00:00			DD/MM/YY			00:00:00			HRS			WHY YOU TRAVELLED						WHAT YOU PAID FOR						CHOOSE FROM DROP DOWN LIST						ENTER NUMBER UNLESS N/A APPEARS						UK £			USE DROP DOWN LIST			CODE								
23/06/18			00:05:30			23/06/18			00:06:00			0.01			49th APPA Forum (and other side meetings),San Francisco, USA						Taxi ( to Manchester airport)						UK Travel & Accommodation 26001						1						N/A						39.00			NO PROJECT - 0000			SEL-26001-0000		
						29/06/18									49th APPA Forum (and other side meetings),San Francisco, USA						Taxi (Manchester airport to )						UK Travel & Accommodation 26001						2						N/A						33.00			NO PROJECT - 0000			SEL-26001-0000		
23/06/18						29/06/18						n/a			49th APPA Forum (and other side meetings),San Francisco, USA						Incidental o/n allowance (overseas)						Overseas overnight incidental allowance 2						N/A						N/A						60.00			NO PROJECT - 0000			SEL-26002-0000		

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[illegible]

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[illegible]